

## ASSOCIATE WORKSHEET INSTRUCTIONS

This worksheet is to be used to report all time (in-court and out-of-court) expended, in connection with the CJA appointment, by associated attorneys in the same firm for which compensation is claimed. The worksheet is divided into categories that coincide with the in-court and out-of-court categories on the CJA 20 appointment voucher for which the use of associates is authorized.

- **"USDC Case No."** — Insert the case number of the case.
- **"USDC Case Name"** — Insert the name of the defendant.
- **"Associate's Name"** — Insert the name of the associate who performed the services.

NOTE: A separate worksheet must be prepared for each associate of the law firm performing services for which compensation is claimed.

- **"Date"** - Insert the date the service was rendered.
- **"Brief Description of Services"** - Provide a description of services provided in sufficient detail for the reviewing judicial officer to determine the reasonableness of the time expended in relation to the service provided.

Select the appropriate classification for the service rendered and enter the time expended for that service in increments of a tenth of an hour in the corresponding box. Total the time expended in each category, time spent in-court, and the total time spent out-of-court, and enter the totals in the corresponding boxes.

- **Attach copies of all pre-authorization orders.**